

#1 Use the link identified in step one of the form.

APPLICANT BACKGROUND STUDY

You received this form because you applied for a position that requires a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and *may* submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

Provider Name and License Number

Doe, Jane (123456) J123456

Provider Number

M2346M

Instructions

- 1. Go to NETStudy 2.0 Applicant Portal**
<https://netstudy2.qa.dhs.int.state.mn.us/COREApplicant/>
- 2. Create an Account** If you have not created an account before:
 - a. Click "Register as a new user."
 - b. Enter your account information. Click "Register."
 - c. Check your email for the temporary password.
- 3. Login**
Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.
- 4. Enter Application Information**
 - a. Click "Create Application" on the home screen
 - b. Enter M2346M in the provider number field. Click Search. If the correct provider is displayed, click

Frequently Asked Questions

How much does the background study cost?

The background study fee is \$20.

How can I pay?

The background study fee must be paid using the DHS Electronic Payment System through NETStudy 2.0. You can use a credit or debit card to make the payment... You can setup an account if you plan to use the DHS Electronic Payment System for other background studies or you can bypass the account setup by clicking, "Pay without Registering."

Will I be notified when I can be fingerprinted and photographed?

Yes. You will be notified by email that the provider submitted the background study to DHS. Log into NETStudy 2.0 to retrieve the *Fingerprint and Photo Authorization Form* on the home screen under "Forms" for the applicable provider. You cannot be fingerprinted and photographed until the provider submits the background study request to DHS.

#2 Click Register as a New user.



Minnesota Department of **Human Services**

Login

Please refer to the Applicant Background Study Instructions form given to you by the provider requesting your background study. If you have questions, please email the Minnesota Department of Human Services Background Studies Division: dhs.netstudy2@state.mn.us.

* Required

* UserName / Email Address:

* Password:

Login

[Forgot Password](#)

[Register as a new user](#)

Effective 03/01/2016: to make sure you have best experience possible, the MNDHS system will support only the most up-to-date version of the following internet browsers:

- o Mozilla Firefox
- o Internet Explorer
- o Google Chrome
- o Safari

Using an older or unsupported internet browser may lead to web pages within the MNDHS system to not function as intended. Please ensure you are using the most up-to-date version of your internet browser.

#3 Complete fields on Registration Information page. Click Register.



Enter your information below. Fields with an asterisk (*) are required. Your Social Security Number (SSN) is not required for the background study. However, if you want your background study determination to be available to other providers, your SSN is required. In order for another provider to see your determination, you would need to give the provider your SSN. Please double check the accuracy. Submitting inaccurate information can cause your background study to be invalid.

| | |
|---|-------------------------|
| * First Name: | * Last Name: |
| <input type="text"/> | <input type="text"/> |
| * Date of Birth: | Social Security Number: |
| <input type="text"/> | <input type="text"/> |
| * Email: | |
| <input type="text"/> | |
| * Confirm Email: | |
| <input type="text"/> | |
| * Phone: | |
| <input type="text"/> | |
| <input type="button" value="Register"/> | |

#4 Retrieve temporary password from email.

Subject: DEV - NS2 Notification: New User Account Login for Applicant Data Entry Portal

You can now log into the NETStudy 2.0 Applicant Data Entry Portal at: <https://netstudy2.qa.dhs.int.state.mn.us/COREApplicant/>.

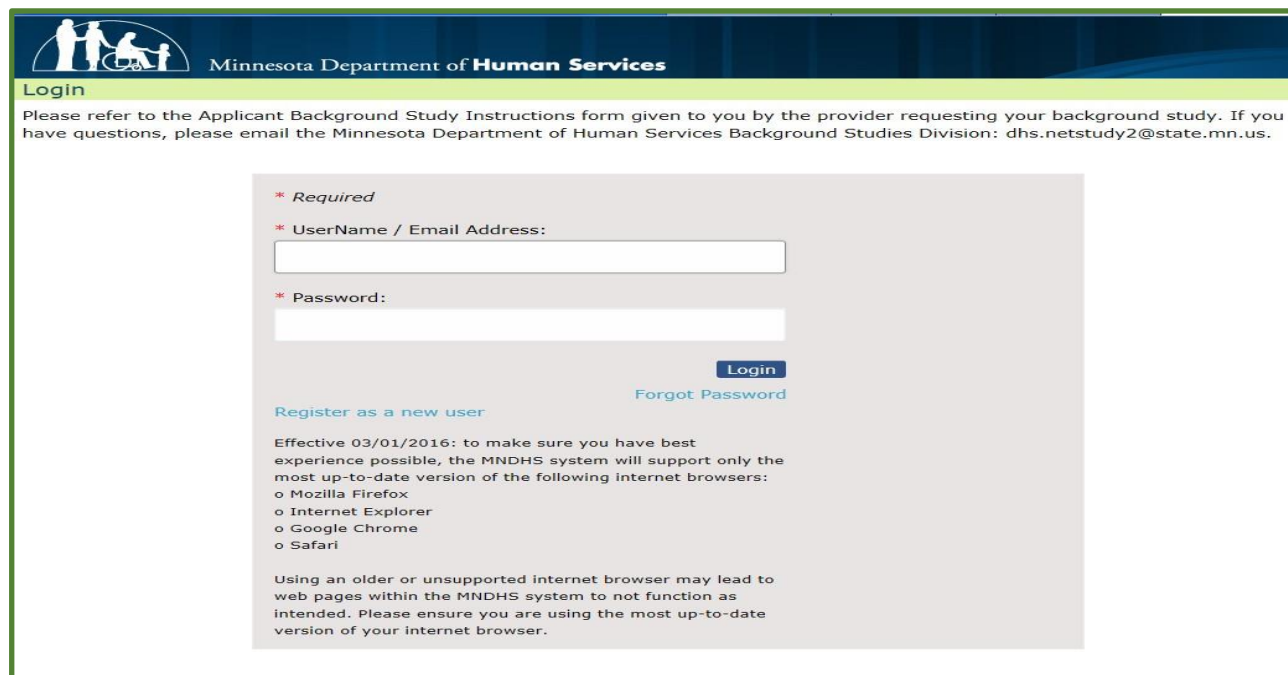
Your username is the email address you used to register your account. Your temporary password is listed below.

Password: YnSGAP8\$

When you log into the NETStudy 2.0 Applicant Data Entry Portal for the first time, you will be prompted to change your password and set a security question.

If have any questions or require technical assistance, please contact the NETStudy 2.0 Support team at 651-431-6625 or by email at dhs.netstudy2@state.mn.us.

#5 Return to log in screen. Enter email address as Username and enter temporary password provided in email. Click Login.



The screenshot shows the login page for the Minnesota Department of Human Services. At the top, there is a logo with silhouettes of people and the text "Minnesota Department of Human Services". Below the logo, the word "Login" is displayed. A paragraph of text instructs users to refer to the Applicant Background Study Instructions form and provides an email address for questions: dhs.netstudy2@state.mn.us. The login form itself is a light gray box containing two input fields: "UserName / Email Address:" and "Password:". Both fields are preceded by a red asterisk and the word "Required". Below the password field is a blue "Login" button. To the right of the button is a link "Forgot Password". Below the login form is a link "Register as a new user". At the bottom of the form, there is a notice dated 03/01/2016 stating that the MNDHS system will support only the most up-to-date version of the following internet browsers: Mozilla Firefox, Internet Explorer, Google Chrome, and Safari. A warning follows, stating that using an older or unsupported browser may lead to web pages not functioning as intended.

Minnesota Department of Human Services

Login

Please refer to the Applicant Background Study Instructions form given to you by the provider requesting your background study. If you have questions, please email the Minnesota Department of Human Services Background Studies Division: dhs.netstudy2@state.mn.us.

* Required

* UserName / Email Address:

* Password:

Login

Forgot Password

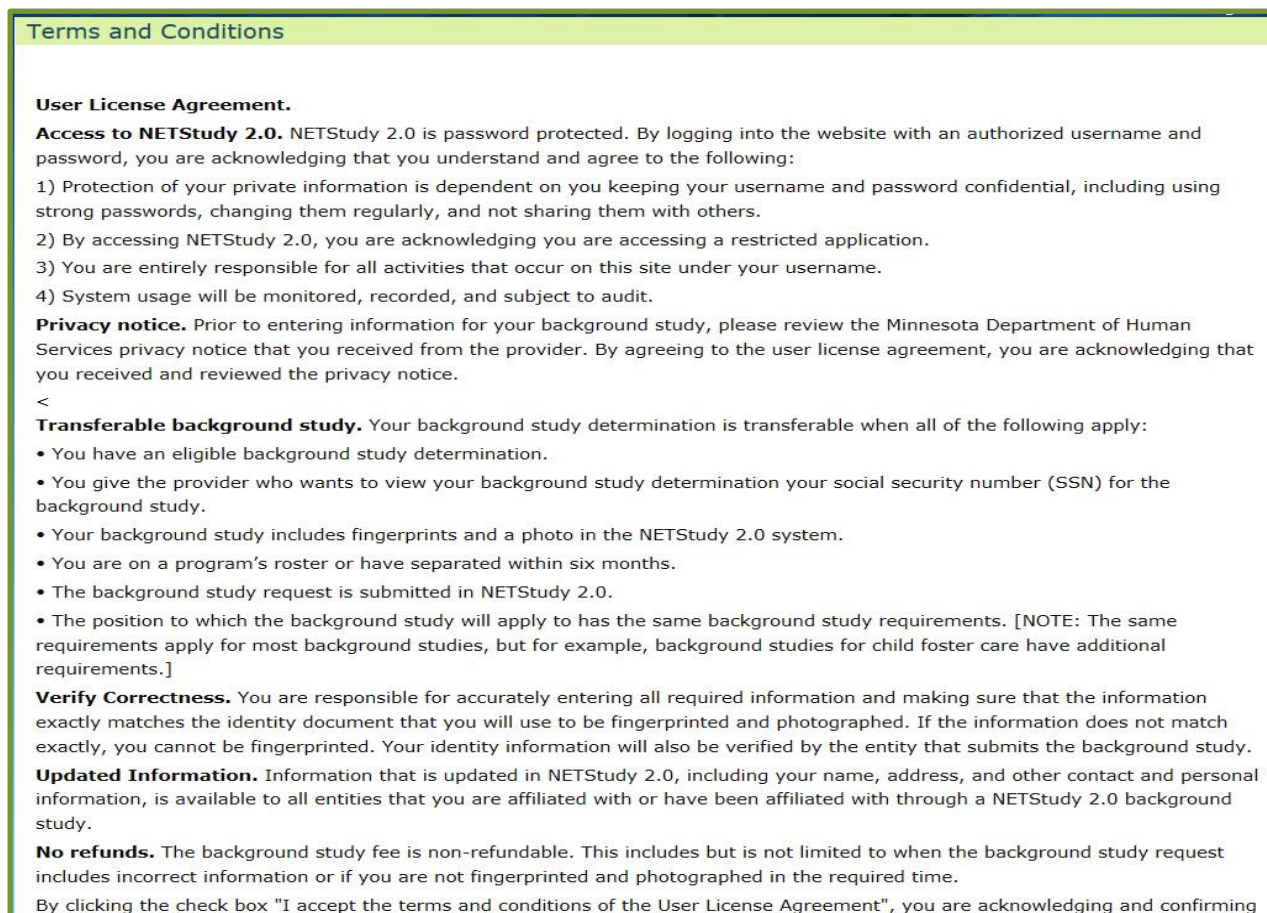
Register as a new user

Effective 03/01/2016: to make sure you have best experience possible, the MNDHS system will support only the most up-to-date version of the following internet browsers:

- o Mozilla Firefox
- o Internet Explorer
- o Google Chrome
- o Safari

Using an older or unsupported internet browser may lead to web pages within the MNDHS system to not function as intended. Please ensure you are using the most up-to-date version of your internet browser.

#6 Review terms and conditions of system use. Check the accept box and click Submit.



The screenshot shows the "Terms and Conditions" page. The title "Terms and Conditions" is at the top. Below it is the "User License Agreement." section. The "Access to NETStudy 2.0." section states that by logging in, users agree to the following terms: 1) Protection of private information, 2) Accessing a restricted application, 3) Responsibility for activities on the site, and 4) System usage monitoring. The "Privacy notice." section states that users agree to the user license agreement after reviewing the privacy notice. A "<" symbol is present. The "Transferable background study." section states that the background study determination is transferable when all of the following apply: • You have an eligible background study determination. • You give the provider who wants to view your background study determination your social security number (SSN) for the background study. • Your background study includes fingerprints and a photo in the NETStudy 2.0 system. • You are on a program's roster or have separated within six months. • The background study request is submitted in NETStudy 2.0. • The position to which the background study will apply to has the same background study requirements. [NOTE: The same requirements apply for most background studies, but for example, background studies for child foster care have additional requirements.] The "Verify Correctness." section states that users are responsible for accurately entering all required information and making sure that the information exactly matches the identity document that you will use to be fingerprinted and photographed. The "Updated Information." section states that information that is updated in NETStudy 2.0, including your name, address, and other contact and personal information, is available to all entities that you are affiliated with or have been affiliated with through a NETStudy 2.0 background study. The "No refunds." section states that the background study fee is non-refundable. The page concludes with the statement: "By clicking the check box 'I accept the terms and conditions of the User License Agreement', you are acknowledging and confirming".

Terms and Conditions

User License Agreement.

Access to NETStudy 2.0. NETStudy 2.0 is password protected. By logging into the website with an authorized username and password, you are acknowledging that you understand and agree to the following:

- 1) Protection of your private information is dependent on you keeping your username and password confidential, including using strong passwords, changing them regularly, and not sharing them with others.
- 2) By accessing NETStudy 2.0, you are acknowledging you are accessing a restricted application.
- 3) You are entirely responsible for all activities that occur on this site under your username.
- 4) System usage will be monitored, recorded, and subject to audit.

Privacy notice. Prior to entering information for your background study, please review the Minnesota Department of Human Services privacy notice that you received from the provider. By agreeing to the user license agreement, you are acknowledging that you received and reviewed the privacy notice.

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Transferable background study. Your background study determination is transferable when all of the following apply:

- You have an eligible background study determination.
- You give the provider who wants to view your background study determination your social security number (SSN) for the background study.
- Your background study includes fingerprints and a photo in the NETStudy 2.0 system.
- You are on a program's roster or have separated within six months.
- The background study request is submitted in NETStudy 2.0.
- The position to which the background study will apply to has the same background study requirements. [NOTE: The same requirements apply for most background studies, but for example, background studies for child foster care have additional requirements.]

Verify Correctness. You are responsible for accurately entering all required information and making sure that the information exactly matches the identity document that you will use to be fingerprinted and photographed. If the information does not match exactly, you cannot be fingerprinted. Your identity information will also be verified by the entity that submits the background study.

Updated Information. Information that is updated in NETStudy 2.0, including your name, address, and other contact and personal information, is available to all entities that you are affiliated with or have been affiliated with through a NETStudy 2.0 background study.

No refunds. The background study fee is non-refundable. This includes but is not limited to when the background study request includes incorrect information or if you are not fingerprinted and photographed in the required time.

By clicking the check box "I accept the terms and conditions of the User License Agreement", you are acknowledging and confirming

#7 Enter temporary password as Current Password. Enter password of choice using password rules in New Password field. Enter the new password again in the Confirm Password field. Click Change Password.

Change Password

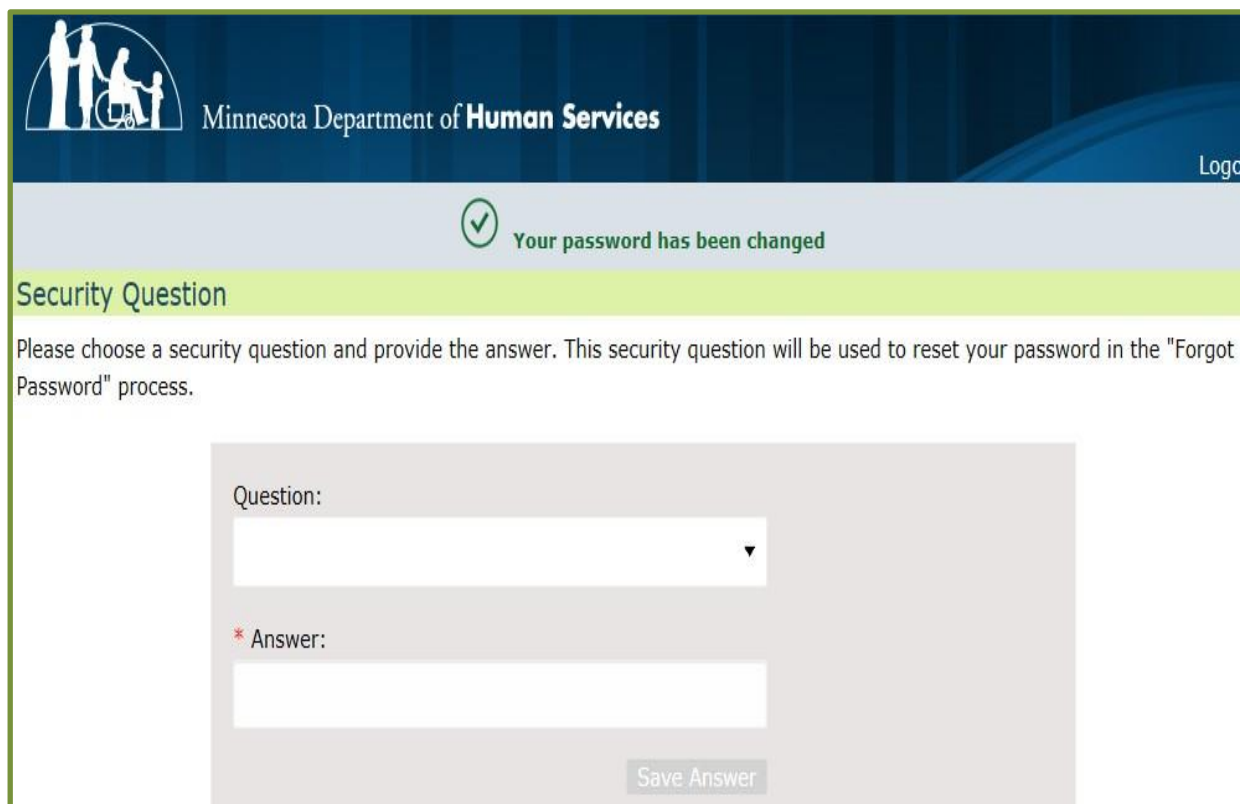
Password Rules

- Must be 8 - 16 characters.
- One or more uppercase letters.
- One or more lowercase letters.
- One or more numbers.
- One or more special characters.
- Cannot reuse prior passwords.



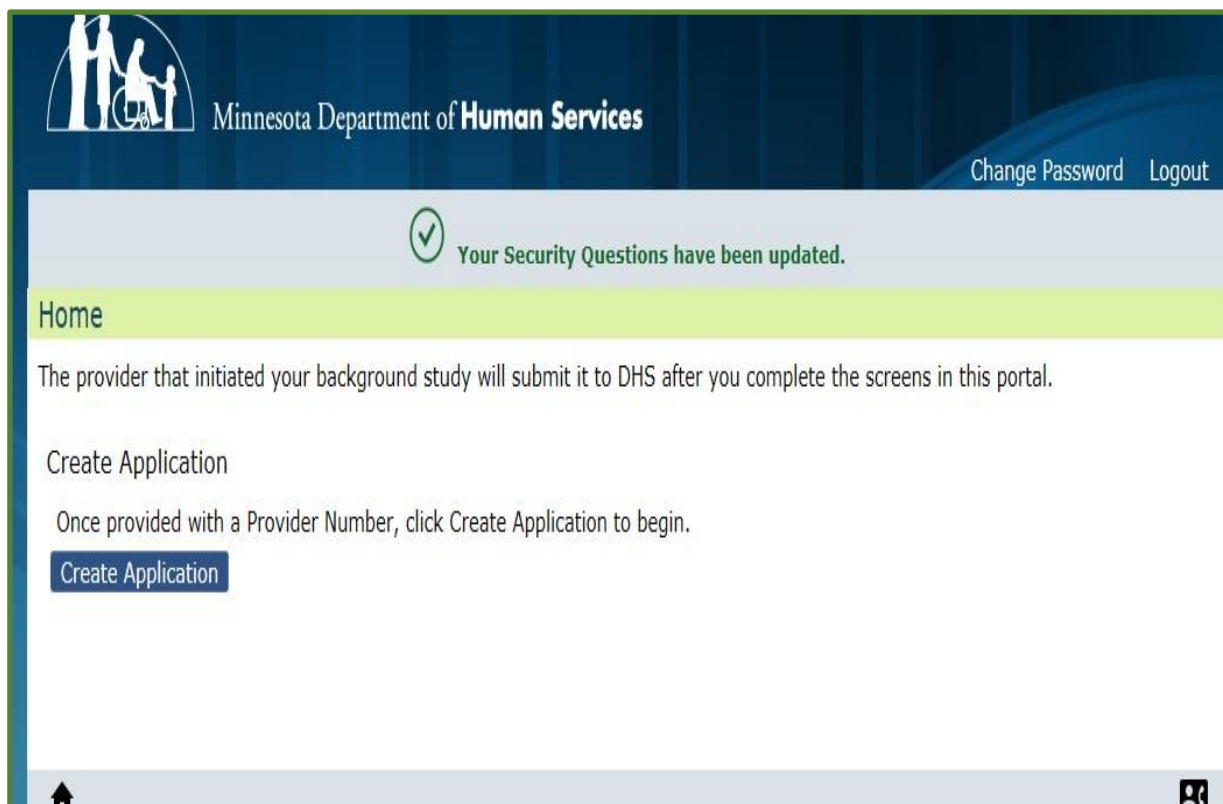
A screenshot of a 'Change Password' form. It contains three input fields, each preceded by a red asterisk and a label: '* Current Password:', '* New Password:', and '* Confirm Password:'. Each field is filled with ten black dots, indicating masked text. Below the fields is a blue button with the text 'Change Password'.

#8 Choose security question from the dropdown. Provide answer to the question in the Answer field. Click Save Answer.



A screenshot of a 'Security Question' form. At the top, there is a header for the 'Minnesota Department of Human Services' with a logo on the left and a 'Logc' link on the right. Below the header is a green banner with a checkmark icon and the text 'Your password has been changed'. The main section is titled 'Security Question' in green. Below this, there is a text prompt: 'Please choose a security question and provide the answer. This security question will be used to reset your password in the "Forgot Password" process.' The form contains two input fields: a dropdown menu for the 'Question:' and a text field for the '* Answer:'. A grey button labeled 'Save Answer' is at the bottom right.

#9 Click Create Application.



#10 Locate unique provider number from *Applicant Initiated Instruction Form*

APPLICANT BACKGROUND STUDY

You received this form because you applied for a position that requires a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and may submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

Provider Name and License Number

Board and Lodge 3

Provider Number

2DD23N

Instructions

- 1. Go to NETStudy 2.0 Applicant Portal**
<https://netstudy2.qa.dhs.int.state.mn.us/COREApplicant/>
- 2. Create an Account** If you have not created an account before:
 - a. Click "Register as a new user."
 - b. Enter your account information. Click "Register."
 - c. Check your email for the temporary password.
- 3. Login**
Your username is your email address. A temporary password was sent to the email account you used to register. When you

Frequently Asked Questions

How much does the background study cost?


The background study fee is \$20.

How can I pay?

The background study fee must be paid using the DHS Electronic Payment System through NETStudy 2.0. You can use a credit or debit card to make the payment... You can setup an account if you plan to use the DHS Electronic Payment System for other background studies or you can bypass the account setup by clicking, "Pay without Registering."

Will I be notified when I can be fingerprinted and

#11 Enter provider number and click Search. Once Provider name appears, click Continue Application.

 Minnesota Department of Human Services

Logout

Provider Search

Enter the Provider Number that was given to you on the Applicant Background Study instruction sheet. If you do not know the Provider Number, click Cancel and contact the provider.

* Provider Number:


2DD23N

Search Cancel

Provider: **Board and Lodge 3**

If this is the Provider for which you are applying, click Continue Application. Otherwise, click Cancel and contact the Provider for the correct Provider Number.

Continue Application



#12 Enter profile information. Fields with a red asterisk are required. Information from the initial registration will pre-populate on the screen. Click Next.

Profile

Enter your information below. Fields with an asterisk (*) are required. The provider will verify this information using your legal identification. The information is needed for a fingerprint-based record check. Race: If you elect not to provide your race, select "unknown". Middle name: Your middle name is required if you have one. If you do not have a middle name on your birth certificate, check the box "no middle name". Place of birth: If you do not know your place of birth, you may select "unknown" from the dropdown.

* First Name:

Middle Name:

* Last Name:

Suffix:

Sally

Test

☐ No Middle Name

SSN:

* Date of Birth:

* Sex:

08/30/1978

* Race:

* Hair Color:

* Eye Color:

* Height:

* Weight:

* Place of Birth:

US Citizen:

Phone:

Secondary Phone:

Email:

lynn.roesler@state.mn.us

Next

- #13** Verify the identity of the study subject. You are not required to view a physical ID card or a photocopy of it. If you verify identity using a household roster or another source that is not an ID card:
- In the “Document” drop down, select “Other.”
 - In “Document #” field ID enter “1”
 - In the “Issuing Authority” field enter the source of the identity verification (for example, “household roster” or “training documents”)

IMPORTANT: If the study subject’s name and date of birth on the identification card they bring to the fingerprint location does not *exactly* match the name and date of birth entered in NETStudy 2.0, the fingerprint technician will not process the fingerprint transaction. The study will need to be re-initiated with the correct name and the subject will need to go to the fingerprinting location again.

Verify Identity

Identity Document

* Document:

* Document #:

* Issuing Authority:

Expiration Date:

Withdraw

Return to Home

Back

Next

- #14** Enter permanent address. Click Next.

Physical Address

Enter your permanent address below. For example, this may be your parents home and you may have a different mailing address for school.

* Address Line 1:

Address Line 2:

* City:

* State:

Minnesota

County:

* ZIP:

Withdraw

Return to Home

Back

Next

#15 Screen will pre-populate with permanent address and box checked. If mailing address is different, uncheck box and enter mailing address. Click Next.

Mailing Address

Enter your mailing address if it is different from your permanent address. Background study determinations will be sent via postal mail to your mailing address or if one is not entered, to your permanent address.

☒ *Mailing Address is same as Permanent Address*

* Mailing Address Line 1: Mailing Address Line 2:

Mailing City: * State: * Mailing ZIP:

Withdraw

Return to Home

Back

Next

#16 Enter any previous states resided in within the past five years. If none, click check box. Click Next.

Previous Addresses

If you lived outside of Minnesota in the last five (5) years, complete this screen for each state, click "add this previous address."

* State:

* Year From: * Year To:

Add this previous address

If No Previous Addresses

☐ I have not lived in another State during the specified time frame.

Withdraw

Return to Home

Back

Next

#17 Enter all prior names and aliases. If none, click check box. Click Next.

Alias / Prior Names

Enter all prior names and aliases including maiden names, married names, name changes, and any other name you have used or have been known by. These are required for the background study to be valid and are required by law. After you enter each name, click "Add this alias".

| | | |
|---|----------------------|----------------------|
| First Name: | Middle Name: | Last Name: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add this alias"/> | | |

If No Aliases

☐ I have never been known by any other names or aliases.

[Withdraw](#)

[Return to Home](#)

[Back](#)

[Next](#)

#18 System will show a blank Registry Information page. You do not need to take any action on this page. Please click next.

#19 View Payment Information screen indicating \$20.00 background study fee is due. Click Pay Now.

 Minnesota Department of Human Services

Logout


Payment Information

Click on Pay Now or Finish to proceed.

| Fee Name | Amount | Payment |
|----------------------|---------|---------|
| Background Check Fee | \$20.00 | Due |

[Pay Now](#)

[Withdraw](#)[Return to Home](#)[Back](#)



#20 Click Pay Without Registering. Log in information from the Applicant Site will not work here.



Minnesota Department of **Human Services**

DHS Web Payments

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

[Forgot Your User ID?](#)

[Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

#21 Complete payment fields. Click Continue. Review payment details, click confirm.
View confirmation screen. Return to Applicant Site. Click Finish.

Make a Payment

My Payment

NETStudy 2.0

Amount Due \$20.00

Payment Information

Frequency One Time

Payment Amount \$20.00

Payment Date Pay now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State Select ▼

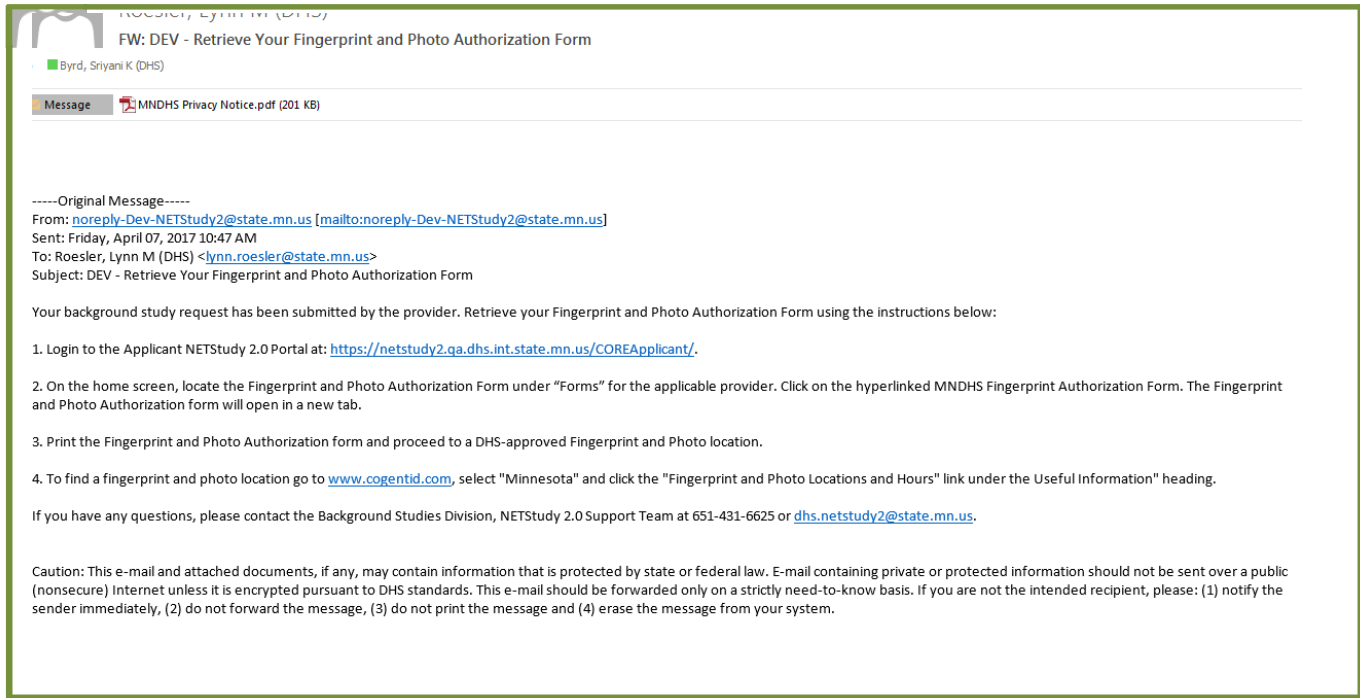
Zip Code (Optional)

Phone Number

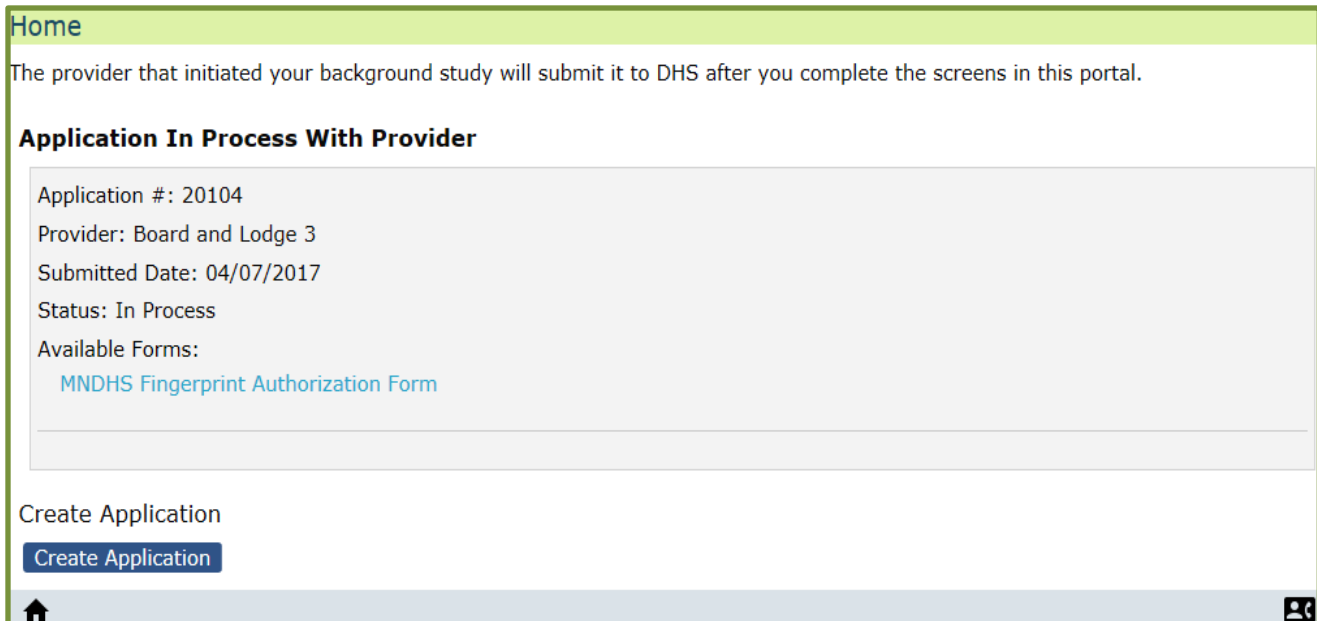
Email Address

[Become a Registered User](#)

#22 Receive email notification that Fingerprint Authorization form is available to retrieve



#23 Log into NETStudy 2.0 Applicant Site. Print authorization or save to smart phone.



#24 Go to authorized fingerprint and photo service location and have fingerprints and photograph recorded.
https://www.aps.gemalto.com/mn/index_MN.htm

#25 Receive email notification when study determination is available.

Subject: DEV - DHS Notification: Determination Available

Dear Background Study Subject:

Your background study determination is available and may be viewed by logging into the Department of Human Services Applicant Portal. Your username is your email address and your password is the one that you set when you completed data entry for the background study request.

The determination will show on the home page as ELIGIBLE or DISQUALIFIED. You will receive a letter in the mail with more information, including information on how to ask for reconsideration of the determination if your determination is disqualified.

The letter also includes contact information for the Department of Human Services, Background Studies Division if you have questions.

#26 Log into NETStudy 2.0 Applicant Site to view and/or print determination.

Home

The provider that initiated your background study will submit it to DHS after you complete the screens in this portal.

Completed Applications

Application #: 20104

Provider: Board and Lodge 3

Submitted Date: 04/07/2017

Status: **Eligible**

Forms:

[Clearance Letter.pdf](#)

Create Application

Create Application

